

CITY OF HOPKINS BANNER WORK ORDER

DATE _____

ORGANIZATION _____

NAME OF APPLICANT _____

ADDRESS _____

PHONE _____

BANNER LOCATION:

9TH AVENUE

10TH AVENUE

DATE TO BE PUT UP _____

DATE TO BE TAKEN DOWN _____

APPROVED BY _____

City Sign Inspector

Banner Specifications

For public safety reasons, banners will not be installed unless they meet these minimum specifications:

1. Banners shall have two (2) continuous tie ropes or straps, one that runs along the entire length of the banner on the top and one that runs along the bottom edge, with an equal length of rope extending from both sides. The total length of rope and strap must be a minimum of 90 feet. The tie ropes or straps must be braided nylon, minimum ¼" diameter rope or 1" width strap.

Alternate: Banner may be constructed with a minimum 1" braided nylon strap continuous along the entire length of the banner, top and bottom, terminating with "D" rings at banner edges. Equal lengths of minimum ¼" diameter braided nylon rope connected to each "D" ring bringing the total banner + rope length to 90' minimum.

2. Banners shall not be more than 45 feet in length.
3. Banners shall have wind flaps cut in them as indicated on the diagram on the next page.

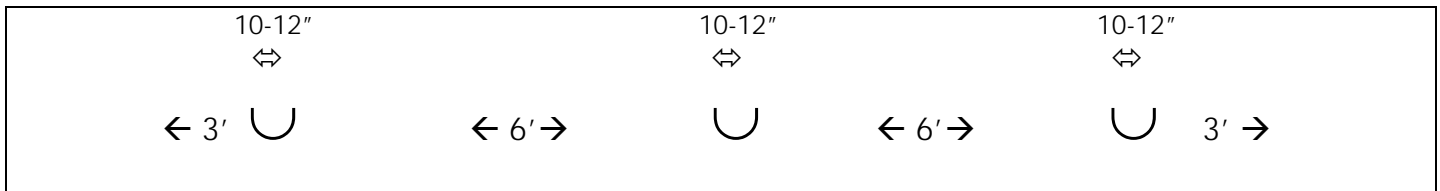
Other requirements for banner installation:

4. Completed form must be turned into City Hall 48 hours prior to the date the banner is scheduled to be put up.

5. Banners must be delivered to Public Works garage 24 hours prior to the date the banner is scheduled to be put up.
6. Banners must be picked up from the Public Works garage within five (5) days after they have been taken down. Failure to do this will result in the City charging a \$25.00 storage fee.
7. The City of Hopkins is not liable for any damage sustained by any banner.

WIND FLAPS

To avoid damage to banners or the supports attached to the buildings, all banners must have wind flaps. Below is a diagram illustrating a banner with wind flaps.



Banners shall have wind flaps installed as follows:

1. Maximum spacing of six (6) feet.
2. Begin three (3) feet from each end.
3. Width equal to 10" to 12"
4. Rounded bottom with stitched corners to prevent tearing.
5. Flap height shall equal one-third (1/3) total banner height.
6. Flaps are to be centered within height.